



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: **TEACHER AIDE/DISABILITY AIDE (TEMP/PART-TIME)**

STARTING SALARY: \$21,112.00

LOCATION: HEAD START- WAINWRIGHT

JOB DUTIES: The *Teacher Aide/Disability Aide* will work as a team member and under the direct supervision of the Teacher. Will be included as a third person in the classroom for special need children as a one-on-one to meet Individual Education Plan (IEP) requirements. Responsible for coordinating with the Teacher in all phases of the Head Start Program and the Center's Classroom. Knowledge and experience with the basic principles of child development. Complete records, forms and all other duties as assigned by the Teacher or Center Supervisor. Assist in implementing children's IEP or Individual Family Service Plan (IFSP) seeking clarification for any aspects that are not well understood. Assist the Teacher with lesson plans, room management, and center activities. Continue to gain knowledge in Early Childhood Education and take advantage of opportunities for professional and personal development. Actively pursue and earn an Early Childhood Credential (CDA) within a specified time period as set forth in their Professional Development Plan.

QUALIFICATIONS: **Minimum Requirements:** Child Development Associate (CDA) Certificate. High School Diploma or GED. Must have knowledge and experience with Indian inter-personal relationships, previous experience dealing with children. Must be able to stoop, bend, stretch, climb, and lift up to fifty (50) pounds. Must have a valid Oklahoma Driver's License. Must submit to and pass all necessary background checks and drug testing. Upon hire, an initial TB test and physical must be completed, followed by annual physicals.

Preferred Requirements: Prior successful experience interacting with disabled children and adults.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

CLOSING DATE: OPEN UNTIL FILLED

APPLY ONLINE AT: www.muscogeenation-nsn.gov